# **Deductions Due To Indebtedness Window**

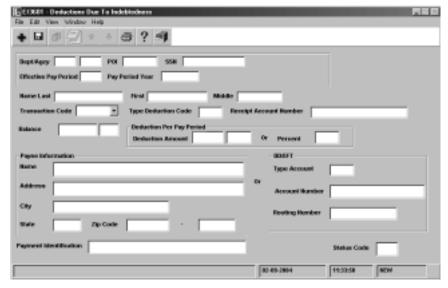


Figure 1. Deductions Due To Indebtedness Window

Dept/Agcy

Type the applicable department/agency code. The first two positions are the department code, and the second two positions are the agency code. For a list of department and/or agency codes, go to <a href="https://www.nfc.usda.gov">www.nfc.usda.gov</a> and click the **Pubs & Forms** icon.

POI

Type the agency's 4-position Personnel Office Identifier.

SSN

Type the indebted employee's 9-digit social security number.

**Effective Pay Period** 

Type the pay period number of the pay period in which to begin the deductions.

**Pay Period Year** 

Type the 4-digit year that corresponds to the pay period in which to begin the deductions.

Name: Last

Type the last name of the employee.

**First** 

Type the first name of the employee.

Middle

Type the middle name of the employee.

**Transaction Code** 

Click the down arrow to select the applicable type of transaction. Valid values are **New**, **Change**, and **Delete**.

# **Type Deduction Code**

Type the applicable code to indicate the deduction type. Valid values are: 30-Bankruptcy, 33-Education Loan, 40-IRS 2159
Payroll Deduction, 50-Commercial Garnishment
(which includes state or local tax levies), 57-Travel Credit
Cards-Other Than Agriculture Agencies, 90-Other
Departmental Debt, 94-Military Service For CSRS, and 96-Military Service For FERS.

# **Receipt Account Number**

Type the receipt account number for the garnishment in the following format:

Position	Data
1-3	<b>000</b> (3 zeroes)
4-5	Type Deduction Code (e.g., <b>30</b> (Bankruptcy).
6-12	Agency assigned sequential number.
	<b>NOTE</b> : In the garnishment is for a state or local tax levy,
	type ST or LO in positions 11-12.

## **Balance**

Type the balance of the money owed in dollars and cents. If **30** is entered in the type deduction code field, type **999,999.00** in this field.

# Deduction Per Pay Period

The type of deduction (amount or percent) to be made each pay period. **NOTE**: You must complete either the deduction amount field or the Percent field. You cannot complete both fields.

# **Deduction Amount**

If the garnishment is based on an amount per pay period, type the amount in dollars and cents. **NOTE**: If data is entered in the percent field, this field is left blank.

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#### Percent

If the garnishment is based on a percent each pay period, type the applicable percentage. **NOTE**: If data is entered in the deduction amount field, this field is left blank.

# **Payee Information**

If a check is being issued for the debt payment, complete the name, address, city, state, and zip code fields. **NOTE**: If the debt payment is to be sent to a financial institution through direct deposit (DD)/electronic funds transfer (EFT) **do not** complete the name, address, city, state, and zip code fields.

#### Name

Type the name of the entity to whom the debt is to be paid. This field is only to be completed if a check is being mailed.

#### **Address**

Type the street address of the entity to whom the debt is to be paid. This field is only to be completed if a check is being mailed.

# City

Type the city of the entity to whom the debt is to be paid. This field is only to be completed if a check is being mailed.

#### State

Type the 2-position alpha state abbreviation of the entity to whom the debt is to be paid. This field is only to be completed if a check is being mailed.

# **Zip Code**

Type the zip code of the entity to whom the debt is to be paid. The first five positions of the field are the zip code, and the last four positions are the zip+4 code. This field is only to be completed if a check is being mailed.

# DD/EFT

If the debt payment is to be sent to a financial institution through DD/EFT, complete the type account, account number, and routing number fields. **NOTE**: If a check is being issued for the debt payment, **do not** complete the type account, account number, and routing number fields.

## **Type Account**

Type the applicable code for the type of account for the entity receiving payment if the payment is being made through DD/EFT. Valid values are **C** (checking) and **S** (savings). This field is only to be completed if the payment is being made by DD/EFT.

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### **Account Number**

Type the account number for the entity receiving payment if the payment is being made through DD/EFT. This field is only to be completed if the payment is being made by DD/EFT.

# **Routing Number**

Type the routing number for the financial institution of the entity receiving payment if the payment is being made through DD/EFT. This field is only to be completed if the payment is being made by DD/EFT.

# **Payment Identification**

Type any applicable payment information in this field.

# **Status Code**

Type the code that indicates the disposition of a document. Valid values are **H** (hold), **I** (incomplete), **R** (release), **S** (severance), and **W** (waiting). For a complete list and explanation of the status codes, see the **Status Codes Table** in the EPIC procedure.